



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

SEP 20 2017

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Guidance for Charging Hurricane Maria Related Costs

FROM: Jeanne Conklin, Controller
Office of the Controller *Jeanne Conklin*

TO: Senior Resource Officials

The purpose of this memorandum is to provide updated guidance on how EPA employees should charge Hurricane Maria costs related to payroll, contract, grants, and other expenditures. This guidance will assist the agency in providing accurate and efficient reporting to Congress, OMB, the general public, and other key stakeholders on these expenditures. The attached charging guidance provides information on the following Hurricane Maria costs related areas:

- Importance of Tracking Time and Costs
- Sources of Funding for Hurricane Maria Costs
- Management Review of Funds
- Detailed Charging Guidance for Costs Covered by a FEMA Mission Assignments and EPA Appropriations
- Examples of Account Charging
- Questions and Answers Related to Hurricane Maria Charging
- Key EPA Hurricane Maria Points of Contact

All Hurricane Maria related correspondence, including emails, should be retained as documentation in the responsible office. Should you have questions, please contact Dale Miller, Branch Chief, Program Accounting Branch at (202) 564-2586.

Attachment

cc: EPA Senior Budget Officers
Regional Comptrollers
David A. Bloom
Howard K. Osborne
Meshell Jones-Peeler
Sherri' L. Anthony
Aileen Atcherson